

POLICY ONE – POLICY MAKING

Preamble:

The Wye School Parents' Support Association (WSPSA) believes that developing and following policies will help to provide effective parameters and guidelines for the action of its members and committees. The WSPSA will also endeavour to use these policies as an orientation tool for new members.

In fulfilling its responsibility for policy making, the WSPSA will:

- a) Ensure that policies comply with relevant legislation and regulations, with the Association's Bylaws, and with existing Association policies before being approved new policy.
- b) Work from the broadest, most general statement of policy when setting operational policy. The Association may develop more specific policies until satisfied that it has reached the necessary level of clarification and direction.
- c) Encourage interested community individuals to participate in its policy-making process.
- d) Ensure policies approved by the Association are available to all members and original copies are kept in a safe location.
- e) Regularly monitor and review its policies at minimum on an annual basis.
- f) Ensure that all written policies are consistent in appearance and presentation.
- g) Whenever possible, provide a Preamble to explain rationale, spirit or intent of what the policy is attempting to accomplish.
- h) Recognize that policies are being written not only for the present but also for future use.

POLICY TWO – PRIVACY AND SECURITY OF PERSONAL INFORMATION

Preamble:

The WSPSA will not collect, share or store personal information for purposes other than those of Association business.

In fulfilling its responsibility for maintaining the privacy and security of personal information, the Association will:

- a) Ensure that the purpose for the collection of all information is clearly communicated and stated on all requests.
- b) Ensure that only one member of the Association Executive, most likely the Secretary, coordinates and stores the information collected.
- c) Ensure that storage of personal information will occur in a secure, protected location (locked filing cabinet; password protected electronic storage, etc.)
- d) Ensure that any information distributed to Association members, such as communication lists, or participant lists, will only be given to those individuals in need of the information.
- e) Ensure that individuals with access to the personal information understand and abide by, provincial privacy and security legislation, and Association policies.
- f) Ensure that all electronic communications addressed to more than one individual will either use the “bcc” function, or will use an “email group” address where personal email addresses cannot be seen, reproduced, or saved.
- g) Ensure that all personal information collected will be permanently and securely destroyed no later than September 30th the following year.

POLICY THREE – OFFICIAL MAILING ADDRESS

Preamble:

The WSPSA understands the importance of maintaining predictability and consistency in many areas, including the mailing address of the Association. As such, the mailing address for the WSPSA will be:

a) The mailing address for Wye Elementary School which is:

163, 22560 Wye Road
Sherwood Park, Alberta
T8A 4T6

POLICY FOUR – MEETING LOCATION

Preamble:

The WSPSA believes in responding to the needs of its members and community in all possible areas, and in creating a welcoming, inclusive environment for its activities and meetings.

- a) WSPSA meetings will, whenever possible, take place at Wye Elementary School, in a room to be determined by the school administration and posted closer to each meeting.

POLICY FIVE – NEW MEMBER ORIENTATION

Preamble:

The WSPSA values new and returning participants at its meetings, activities and events. The purpose and work of WSPSA is often misunderstood. To assist new participants in clearly understanding the important roles and relationships of the Association, WSPSA will do the following:

- a) Provide a welcome package which will include a copy of the Association's Bylaws, Policy Manual, most recent Annual Report, Code of Ethics, Code of Conduct and contact information for the WSPSA Executive.
- b) Introduce the new participants at WSPSA meetings.

POLICY SIX – COMMUNICATION – INTERNAL

Preamble:

The WSPSA defines “Internal Communications” as being those which take place between the Executive members, WSPSA members, Wye School Council Executive members, and the school administration and staff of Wye School.

To facilitate a robust two-way internal communication system, the Association may use, but is not limited to, one or more of the following methods:

- Email (Gmail account and school Synervoice system)
- Telephone: Automated, Verbal or Text
- School Newsletter
- School Website (under ‘Parents’ tab)
- Signage on the front hall bulletin board
- Signage Outside of the School
- Notices/information sent home in paper format

It is expected that all communications will be conducted in a professional manner, respecting the integrity of individuals, the school and the Association. WSPSA business documents, such as agendas, minutes, Bylaws, Policies and Codes of Ethics and Conduct will, at minimum, be made available to all members via the school website.

Special Events and activities requesting additional member or community attendance at the school or another location will be communicated via email, the school newsletter, and the school website.

The President, as the key spokesperson for the Association, will, if needed, delegate this and other communication duties as required.

POLICY SEVEN – COMMUNICATION EXTERNAL

Preamble:

The WSPSA defines “External Communications” as being those which take place with organizations, businesses and people outside of the Wye School community. The President, as the key spokesperson for the Association, in consultation with other Association members whenever possible, will determine the most appropriate form of communication to use in each circumstance as it arises. The Association may encourage the use of one or more of the following methods:

- Email
- Telephone: Automated, Verbal or Text
- Newspaper article or advertisement
- Canada Post
- Signage Outside of the School
- School Website (under “Parents” tab)

It is expected that all communications will be conducted in a professional manner, respecting the integrity of individuals, the school and the Association. It is recommended to have the school administration “proof” external communications as they reflect on the school community. Reports from Association representatives on external committees, or to outside organizations, will be made available via meeting minutes and/or on the school website. Articles for print in community publications will be written the President and proof-read by the Executive members and the school administration prior to distribution or submission. TV, radio or newspaper interviews will be given by the President.

POLICY EIGHT – USE OF SOCIAL MEDIA

Preamble:

The WSPSA believes that the responsible use of Social Media will assist in its efforts to establish multiple and varied methods of two-way communication with its members and the greater community.

These statements spell out the responsibilities of Association members when using social media for Association purposes (including participation in discussion groups such as blogs or forums) and when participating in social media for personal use. They are consistent with best practices used across the Internet. Association members failing to abide by this policy may be prevented from further participation on social media sites related to the Association.

Members of the WSPSA will:

- a) **Be responsible.** Association members are personally responsible for the content they publish online through social media, and can be held liable for any commentary deemed to be defamatory, obscene, proprietary or libelous. Association members are aware that the content they publish is visible to the entire world and will remain public for a very long time. Association members will protect their privacy.
- b) **Follow the rules.** Association members will be aware of, and respect, the rules of participation governing the discussion groups and social networks within which they chose to participate. Association members understand the laws that apply in the “real” world also apply online.
- c) **Be transparent.** If Association members post material or discuss topics related to their work or to the WSPSA, they will identify their relationship to the Association. If taking part in an anonymous discussion or using a nickname, Association members will disclose their connection to the topic at hand and will never pretend to be someone they are not.
- d) **Take ownership.** Association members will clearly state that they are not speaking on behalf of WSPSA, unless they are expressly authorized to do so. Association members are strongly encouraged to use a disclaimer such as: “This is my personal opinion, and does not necessarily represent the views

of the WSPSA.” Although good practice, this does not exempt Association members from being held accountable for what they write.

- e) **Respect your audience and colleagues.** Association members will not engage in any conduct or use any language that would not be acceptable in the workplace or at the WSPSA table. Association members will protect the privacy of others and respect their opinions.
- f) **Add value.** When Association members express themselves in social media on issues related to, or about WSPSA, they will contribute to the public perception of the Association. Association members will only write about what they know, from their own perspective.
- g) **Protect the image.** If Association members identify themselves as a member of the WSPSA in an online social network, they will ensure their profile and related content is consistent with how they wish to present themselves with other participants and community members.
- h) **Be accurate.** If Association members publish information about WSPSA, they will ensure the information is accurate and the source is clearly indicated. Association members will be the first to correct their own mistakes, and will not alter previous posts without indicating that they have done so.
- i) **Do not reveal confidential information.** Association members will not disclose confidential or proprietary information about other members, the school, WSPSA, staff, students, other participants or community members. Association members will respect copyrights and ask permission before they cite Association members, staff, students, other participants or community members. If Association members are not sure whether some information is okay to publish, they will ask the Association President and/or the school Principal.
- j) **Remember the purpose.** Association members are encouraged to use social media. Association members will ensure their online activities do not compromise their responsibilities to the school, WSPSA, staff, students, other participants or community members.

POLICY NINE – MEMBER CODE OF CONDUCT

Preamble:

The WSPSA is dedicated to conducting Association meetings, activities and events efficiently, meaningfully and with integrity. As the Association adheres to a Code of Ethics which applies to the Association as a whole, individual members of the WSPSA are asked to be guided in their thoughts, words and deeds by the following Code of Conduct:

As a member of the Wye School Parents' Support Association, I will:

- a) *Devote* time, thought and study, to the role and responsibilities of an Association member so I can provide effective service to my Association.
- b) *Be* familiar with Association policies and operating principles.
- c) *Work* with my fellow Association members in a spirit of harmony, cooperation, and respect for differences of opinion.
- d) *Promote* positive and collaborative relationships on the WSPSA, between the Association and the School Council and with the greater community.
- e) *Encourage* parent participation in the Association.
- f) *Work* with my fellow Association members to support the goals of the Association, and those of the School Council as well as the school's education and improvement plans.
- g) *Assist* the Association to excel in all of its efforts and undertakings.
- h) *Act* as an advocate for excellence in education at the school and community levels.
- i) *Declare* any conflict of interest.
- j) *Never* disclose any confidential information I may have access to through other involvements at the school.
- k) *Use* the appropriate communication channels to address concerns.

POLICY TEN – RECORD KEEPING

Preamble:

The WSPSA will retain, at the school, a copy of all meeting minutes and associated records for a period of six (6) years according to Canada Revenue Agency regulations, making them available to members and the public upon request. The location of the records may change from time to time, but will always be known by the Principal and Secretary of the school, in addition to the Executive members of the WSPSA. With respect to these records, the following points will also apply:

- a) The Secretary of the Association will be responsible for ensuring that the records kept at the school are complete, up to date and purged when appropriate.
- b) Whereas the official copy of all records will provide full names of those in attendance, records being published online or in printed material such as newsletters, etc will use a first name/last name format to identify attendance and participation in meetings or events.
- c) The Secretary of the Association will be responsible for ensuring that electronic copies of records are posted, up to date and archived or purged when deemed appropriate by the Association.
- d) The Secretary of the Association will ensure that storage of any personal information collected on behalf of the WSPSA will occur in a secure, protected location (locked filing cabinet; password protected electronic storage, etc.)

POLICY ELEVEN – FINANCIAL MANAGEMENT

Preamble:

The WSPSA will handle funds to support and sustain its own operational plans, and to achieve its objects and purposes. The Association will handle all funds and conduct all financial transactions with accuracy and transparency. Financial management practices are established to protect the integrity of the Association as a whole, as well as individual members.

- a) The Treasurer of the WSPSA will ensure that all financial transactions are conducted in accordance with the policy.
- b) Funds collected on behalf of the Association will not be removed from the collection location until counted and verified by a minimum of two (2) individuals, one of whom will be a member of the Association.
- c) Verification will be considered complete when two (2) tally sheets providing a denomination breakdown of the funds are dated and signed by the individuals performing the count.
- d) The verified funds will be kept in a secure location, complete with one copy of the signed tally sheet, until they can be deposited by the Treasurer or designate. The second signed tally sheet will remain with one of the individuals performing the count.
- e) Should a discrepancy occur between the amount for deposit calculated by the financial institution and the signed tally sheet, the individual making the deposit will immediately notify the Treasurer and the Association President. The President and Treasurer will then research the cause of the discrepancy, and report their findings to the Association Executive.
- f) The WSPSA Executive may, at any time, determine additional financial management precautions need to be established and implemented.
- g) Any changes in financial management processes will immediately be considered to be a change in this policy, and will be handled and documented as such.

- h) The financial records of the Association will be audited once each year by two (2) members who do not reside in the same household, and who do not have signing authority on any of the WSPSA accounts. Their audited report will be given to the Treasurer to present at the annual AGM. The financial report presented at the AGM (in June) will be for the previous school year (not the current school year) because the fiscal year end is August 31st. Financial transactions still occur over the summer months so the financial records cannot be audited until the following year, to be presented at the AGM.

POLICY TWELVE – COMMITTEES

The WSPSA may determine the need for Standing and Ad Hoc Committees in order to facilitate effective, efficient work and meaningful engagement. Terms of Reference for each Standing Committee will be communicated at the beginning of the year, and for Ad Hoc Committees as they are established. The WSPSA may appoint committees that consist of Association members and/or community members. Committees will meet outside of Association meetings to complete their assigned tasks and report on their activities at WSPSA meetings.

- a) Standing Committees of the WSPSA will be:
 - 1) Hot Lunch
 - 2) Wye Spring Carnival
- b) Committee members shall consist of members and/or participants from the community.
- c) Standing Committees will operate on an ongoing basis with specified lengths of terms for members.
- d) Ad Hoc Committees will be formed as necessary and will work within a specified time period.
- e) Chairs of Standing Committees shall submit a written report of their work at the Annual General Meeting.

POLICY THIRTEEN – EVALUATION OF THE ASSOCIATION

Preamble:

The WSPSA believes in the value of self-evaluation as a tool to guide improvement in all aspects of our operation. Association evaluation will focus primarily on the effectiveness of the WSPSA as a whole in achieving its goals and operational objectives.

The WSPSA will conduct a self-evaluation annually targeting, but not limited to the following areas:

- a) Our Association clearly understands the roles and responsibilities of the WSPSA and its members.
 - 1) We are familiar with the Societies Act and our legal requirements.
 - 2) We are familiar with the School Act and the School Council Regulation.
 - 3) We use the Alberta School Council Association's website if needed.
 - 4) We participate in workshops and other skill development and training opportunities.
 - 5) We are familiar with and regularly review our Association's bylaws.
 - 6) We assess and evaluate our Association's work annually.
- b) Our Association promotes meaningful member engagement. We are inclusive, respectful, demonstrate trust and have high ethical standards.
 - 1) We communicate with our members and the broader community.
 - 2) We encourage participation on WSPSA and recognize and address barriers to participation.
 - 3) We welcome newcomers to the Association, the school and the community and build positive, trusting relationships.

- 4) We conduct efficient meetings and other activities with dignity and respect.
- 5) We have implemented and adhere to our Association's Code of Ethics.
- 6) We strive to build positive relationships with the Principal, the School Council, and others.

Code of Conduct for Association Members

A Code of Conduct is a statement of principles in which a person or group of people believes, and which governs or influences their behaviour. It is an expression of dedication to integrity.

As a member of the Wye School Parents' Support Association,

I will:

- a) Devote time, thought, and study, to the role and responsibilities of an Association member so I can provide effective service to my Association.
- b) Be familiar with Association policies and bylaws.
- c) Work with my fellow Association members in a spirit of harmony, cooperation, and respect for differences of opinion.
- d) Promote positive and collaborative relationships on the Association, between the Association and the School Council, with the school administration and staff, and with the greater community.
- e) Encourage parent participation in WSPSA.
- f) Work with my fellow Association members to support the goals of the Association and those of the School Council, as well as the school's education and improvement plans.
- g) Assist the Association to excel in all of its efforts and undertakings.
- h) Act as an advocate for excellence in education at the school and community levels.
- i) Declare any conflict of interest.
- j) Never disclose any confidential information I may have access to through other involvement at the school.
- k) Use the appropriate communication channels to address concerns.